OHIO HISTORY CONNECTION

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Coshocton City School		Terri Eyerman, Treasurer/CFO	(740) 622-1901	Board of Education Offices
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)

1207 Cambridge Rd.	Coshocton, OH	43812	Coshocton	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the ***approved Records Retention Schedules (RC-2)*** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(Signature of Responsible Official) (Title) (Telephone number)

To have this form returned to the Records Commission electronically, include an email address: _____

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.

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(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
SERS Documents	7310		Paper		7/1/16-6/30/19			
Payroll Reports	7306		Paper		1/10-12/10 1/11-12/11 1/12-1/13 1/13-10/13 10/13-12/13 11/14-12/14 1/14-2/15 3/15-4/16 5/16-6/17 7/17-6/18 7/18-6/19 5/19-10/19 10/19-10/20 3//20-9/20 10/20-2/21			
Receipts, Deposits, Pay-Ins	4302		Paper		7/16-12/16 7/18-10/18 11/18-2/19 3/19-6/19 1/20-12/20			
STRS Register / Payment Remittance / Detail	7311		Paper		7/10-6/16 7/16-6/19			
Bank Statements	6301		Paper		7/2018-6/2022			

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Columbia Gas Checks	6211		Paper		2012-2014			
AEP Checks	6211		Paper		2013-2016			
Accounting Ledgers	6208		Paper		1975-1981			
Opportunity School Vouchers			Paper		2010 & 2013			
RTTT	6213		Paper		2011-2014			
TIF Grant	6213		Paper		2011-2012			
Grant Reconciliation	6213		Paper		2015-2017			
Batelle For Kids Documents	6213		Paper		2011-2015			
FCFC Grant, Straight A, Race to the Top Documents	6213		Paper		2015-2016			
Board Correspondences	1304		Paper		1989-1990			
Board Meeting Agendas	1305		Paper		1998-2014			
Payroll Deductions	7315 / 7319		Paper		2013-2014 2015-2016 7/16-6/17 7/17-6/18 7/18-6/19 7/19-6/20 7/20-6/21			

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Cancelled Checks and Bank Statements	6301		Paper		7/17-6/19			
Federal Program Files	6213		Paper		2011-2014			
Opportunity School Checks	6211		Paper		2012			
Vendor Contracts	6206		Paper		1984, 1998-2000			
Cincinnati Insurance Bonds	6218		Paper		2011			
ODE Audit Monitoring	6212		Paper		2022			
Title 1 Documents	6213		Paper		2014			
499-9215 Parent Mentor Fund	6212		Paper		2014			
PCRs	6212		Paper		2014-2015			
Cobra/Benefit Folders	7313		Paper		1999-2010			
Superintendent/Treasurer Bonds	6218		Paper		1988-2003			
Certificate of Elections	1201		Paper		1997-2015			
Annual Audited Financials	6101		Paper		1982-1987			
School Bus, Competitive Retail Electric Service Bids	5309		Paper		1982, 1991, 1998, 1999, 2010 & 2013			

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Bank Account Statements	6101		Paper		2010-2014			
1099-Misc			Paper		2011-2019			
Treasurer Documents	6101		Paper		Various			
GAAP Prep			Paper		1991-1992			
Appropriation Worksheets	6101		Paper		1980-1983			
Budgetary Reports	6204		Paper		1979 & 2001			
Financial Reports	6101		Paper		1975-1980			
Building Activities Budgets	4303		Paper		1982-1983			
Student Activity Reports	4301		Paper		1981			
Board Vacancy Applications	2306		Paper		1997 & 2013			
Consultant Contracts w. DJFS	6206		Paper		2006-2010			
Contractor Contracts	6206		Paper		2002-2003			
HVAC Energy Survey (HS)	9203		Paper		1987			

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	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Weekly Health Insurance Claim Sheets	7319		Paper		2013-2014			
2007 Financial Analysis	8204		Paper		2007			
Phone Service Bid & Contract	5309		Paper		1990			
Milk, Van, Asbestos, Abatement, Copier,Furniture, Insurance , Paper & Fuel Bids	5309		Paper		1990-1993 2004			
Bank Loan Bids	5309		Paper		2001			
Rainbow Daycare Transportation Forms	5342		Paper		1992-1993			
Audit Bids	5309		Paper		1986			
Tuition Reimbursements	6303		Paper		2012-2013			
Elementary School Contractor Payroll	5311		Paper		2012-2014			
Elementary School Change Orders	5311		Paper		2012-2014			
General Contractor Payment Reports	5311		Paper		2012-2014			
Cert. of Occupancy Cosh. Elementary Exp. 6/1/14	4203		Paper		2013-2014			

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Attorney Invoices re: Elementary School Build	6101		Paper		2010			
COBRA Reports	2305		Paper		1990-2005			
Substitute Teacher Invoices	2301		Paper		1995-1997			
Workers Comp. Audit	8302		Paper		2009			
Misc. State Grants	6212		Paper		2006-2012			
School Calendars	5201		Paper		2015-2020			
Payroll Account Distribution Detail, Payroll Accounts Distribution, Deduction Totals, Payroll Totals, Payroll Errors	7306 / 7308 / 7317		Paper		1/15-12/15 1/16-12/16 3/17-12/17 1/18-12/18 1/19-5/19 00-01 1/14-10/14			

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